

Education Portfolio Terms of Reference

1 ESTABLISHMENT

This Portfolio was established by Wounds Australia on [date] as an operational committee and will provide reports and/or advice to the Board on matters relating to education and will work in collaboration with the research and membership portfolios.

2 FUNCTIONS AND RESPONSIBILITIES

This Portfolio's functions as determined by the Board and Executive Officer are to:

2.1 Facilitate the development and maintenance of educational wound related resources for the benefit of all Wounds Australia members, states and territories and any others interested in wound related care.

This Portfolio is responsible for:

2.2 Coordinating the development, support and implementation of Wounds Australia priority educational events.

3 DELEGATED AUTHORITIES

Portfolios and portfolio members do not have financial delegation from Wounds Australia. All financial recommendations, requests, agreements, commitments, contracts or other actions with financial implications must be referred to the Wounds Australia Executive Officer and Board for ratification.

4 REFERRAL OF MATTERS

In exercising its responsibilities, this portfolio may refer any item to the Executive Officer and the Board of Wounds Australia for discussion, consideration and/or action.

This portfolio may refer relevant matters for action or noting to other committees as appropriate.

5 COMMITTEES

This portfolio may establish such committees of a standing or ad hoc nature as it deems appropriate (sub-committees). The Terms of Reference of each sub-committee shall be approved by this portfolio, and shall be constructed to ensure consistency and coordination between the functions of all standing portfolios.

This portfolio shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

Any such sub-committees which have a role in a governance process and must receive approval from the Executive Officer and Board for their Terms of Reference.

6 MEMBERSHIP AND TERMS OF OFFICE

The membership of this Committee shall be:

Appointed members:

- Board member liaison – may be a temporary position ceasing after establishment of the portfolio
- Chair by vote from the members of the portfolio
- Deputy Chair by vote from the members of the portfolio if required
- Members of the portfolio; by submission of expression of interest and recruitment through a selection process as per EOI and selection criteria documentation.

Appointed member (Chair) shall serve for a term of 2 years. Nominated members (members of the portfolio) shall serve for a term of 3 years.

7 CHAIR AND DEPUTY CHAIR

The Chair and Deputy Chair are elected by the portfolio members via nomination and a simple majority vote.

All standing members of the portfolio are eligible to stand as Chair or Deputy Chair. The vote for Chair and Deputy Chair will be conducted at the inaugural Education portfolio meeting.

Statement of Duties – Chair

- The Chair shall serve for a term of office of 2 years.
- The Chair will be responsible for the management of regular portfolio meetings and may have access to the Wounds Australia secretariat support if required and available.
- The Chair is responsible for all reporting of the portfolio activities to the Executive Officer. The portfolio will work in collaboration with the Executive Officer and other portfolios to achieve the strategic objectives of the organisation.

Statement of Duties – Deputy Chair

- The Deputy Chair shall serve for a term of office for 2 years.
- The Deputy Chair will provide support to the Chair as requested.
- The Deputy Chair may act as Chair by proxy in the absence of the Chair.

8 SECRETARY

The Secretary, if required, for the Education portfolio is elected by the portfolio members via nomination and a simple majority vote.

All standing members of the portfolio are eligible to stand as Secretary. The vote for Secretary will be conducted at the inaugural Education portfolio meeting.

Assistance with Secretarial services may be sought from Wounds Australia with access to meeting technology as available.

9 QUORUM

A quorum for the committee meeting is defined as 50% of the membership, plus one.

Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

10 CONFLICT OF INTEREST

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda. All potential or perceived COI's must be logged in the minutes at the commencement of the meeting.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists OR must not be present for consideration of that matter.

11 MEETINGS

Portfolio meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Portfolio meetings (GoTo Meetings, Skype, Telecon) shall be held at least 3 times per year, or at the discretion of the Chair at a time that is mutually beneficial or as close as possible for all portfolio members to be involved. The committee shall meet regularly, as determined annually in advance by the Committee.

Portfolio members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Portfolio may be made at a duly called and constituted meeting or, by a resolution in writing to all members of the Portfolio and physically or electronically signed by at least a quorum of the members of the Portfolio members.

12 OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters to be considered are a real or perceived conflict of interest.

13 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days prior to the meeting, via email. Members will be notified by email of the location and availability of material.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Secretary no later than eight working days working days prior to the forthcoming meeting.

Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting. If this is not an option, the agenda documentation is easily printed from the website.

Minutes are to be prepared for each committee meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all committee members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next committee meeting.

14 REPORTING

This portfolio reports to Executive Officer and Board of Wounds Australia.

15 EVALUATION AND REVIEW

To ensure that this committee is fulfilling its duties, it will:

- undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to Executive Officer and the Board; and
- provide any information the Executive Officer and Board may request to facilitate its review of the portfolio's performance and its members.

This portfolio shall review its Terms of Reference every year and provide a report, including any recommendations, to the Executive Officer and the Board.

Approval and Review	Details
Approval Authority	Approved by Board on 14 December 2016.
Administrator	Executive Officer
Next Review Date	December 2017

Approval and Amendment History	Details
Original Approval Authority and Date	Approved by Board on 14 December 2016.
Amendment Authority and Date	